

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.
Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ACILO		
FIRST NAME	VIRGILIO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CAJERIC		
3. DATE OF BIRTH (mm/dd/yyyy)	3/4/1962	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	BARANGAY HIGOLOAN BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street BARANGAY BUNGA Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	5'4"	ZIP CODE	
8. WEIGHT (kg)	70 KG.	18. PERMANENT ADDRESS	House/Block/Lot No. Street BARANGAY BUNGA Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
9. BLOOD TYPE	"O"	ZIP CODE	6521-A
10. GSIS ID NO.	CM-3880070	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1700 0023 9214	20. MOBILE NO.	09269848697
12. PHILHEALTH NO.	13-000014908-0	21. E-MAIL ADDRESS (if any)	N/A
13. SSS NO.	03-5975485-1		
14. TIN NO.	116-622-433		
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LIBRES	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANNALIE	1. HENRY FRANCIS P. ACILO	2/5/1988
MIDDLE NAME	GUARDADOS	2. VIRCILYN CAMELLE P. ACILO	11/6/1995
OCCUPATION	HOUSEKEEPER		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	ACILO		
FIRST NAME	VICENTE (DECEASED)	NAME EXTENSION (JR., SR)	
MIDDLE NAME	LOGO		
25. MOTHER'S MAIDEN NAME	ACILO		
SURNAME	CAJERIC		
FIRST NAME	ZOSIMA		
MIDDLE NAME	VITALLA		

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	BARANGAY BUNGA BAYBAY CITY, LEYTE	ELEMENTARY	1969	1975	PRIMARY EDUCATION	1976	NONE
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1976	1980	HIGH SCHOOL	1980	NONE
VOCATIONAL / TRADE COURSE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	JUNOR SECRETARIAL	1982	1987	VOCATIONAL	1987	NONE
COLLEGE							
GRADUATE STUDIES							

SIGNATURE	VIRGILIO C. ACILO	DATE	6/20/2018	CS FORM 212 (Revised 2017), Page 1 of 1
-----------	-------------------	------	-----------	---

IV. CIVIL SERVICE ELIGIBILITY					
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
NON-PROFESSIONAL DRIVER'S LICENSE				HO3-04-001181	3/4/2019

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE							
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.							

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format '00-00') INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
4/8/1981	3/3/1982	Sales Agency	Singer Sewing Machine Appliance Center	commision	N/A	Contractual	
				basis			
8/12/1983	4/30/1984	Clerk Aide	Supply Property Management Division	14.95	SG-3	casual	Y
5/1/1984	12/31/1984	Clerk Aide	Supply Property Management Division	16.45	SG-3	casual	Y
1/1/1985	6/30/1986	Clerk Aide	Supply Property Management Division	18.10	SG-3	casual	Y
7/1/1986	2/28/1987	Clerk Aide	Supply Property Management Division	19.90	SG-3	casual	Y
3/1/1987	12/13/1987	Clerk Aide	Supply Property Management Division	22.90	SG-3	casual	Y
12/14/1987	6/30/1989	Clerk Aide	Supply Property Management Division	32.85	SG-3	casual	Y
7/1/1989	12/31/1990	Clerk I	Supply Property Management Division	98.00	SG-3	casual	Y
1/1/1991	12/31/1992	Clerk I	Supply Property Management Division	98.00	SG-3	casual	Y
1/1/1993	12/31/1993	Clerk I	Supply Property Management Division	98.00	SG-3	casual	y
1/1/1994	12/31/1994	Clerk I	Supply Property Management Division	134.36	SG-3	casual	Y
1/1/1995	12/31/1995	Clerk I	Supply Property Management Division	179.82	SG-3	casual	Y
1/1/1996	12/31/1996	Clerk I	Supply Property Management Division	225.27	SG-3	casual	Y
1/1/1997	12/31/1997	Clerk I	Supply Property Management Division	237.64	SG-3	casual	y
1/1/1998	6/30/1998	Clerk I	Supply Property Management Division	237.64	SG-3	casual	Y
7/1/1998	12/31/1998	Clerk I	Supply Property Management Division	237.6 4	SG-3	casual	Y
1/1/1999	12/31/1999	Clerk I	Supply Property Management Division	237. 64	SG-3	casual	Y
1/1/2000	6/30/2001	Clerk I	Supply Property Management Division	261.41	SG-3	casual	Y
7/1/2001	12/31/2001	Clerk I	Supply Property Management Division	274.50	SG-3	casual	Y
7/1/2002	6/30/2002	Clerk I	Supply Property Management Division	274.50	SG-3	casual	Y
7/1/2003	12/31/2002	Clerk I	Supply Property Management Division	274.50`	SG-3	casual	Y
1/1/2003	6/30/2003	Clerk I	Supply Property Management Division	274.50	SG-3	casual	Y
7/1/2003	12/31/2003	Clerk I	Supply Property Management Division	274.50	SG-3	casual	Y
1/1/2004	2/29/2004	Clerk I	Supply Property Management Division	274.50	SG-3	casual	Y
3/1/2004	6/30/2007	Administrative Aide III	Records Office	274.50	SG-3	casual	Y
7/1/2007	6/30/2008	Administrative Aide III	Records Office	301.95	SG-3	casual	Y
7/1/2008	12/31/2009	Administrative Aide III	Records Office	332.14	SG-3	casual	y
4/1/2010	12/31/2010	Administrative Aide III	Records Office	367.27	SG-3	casual	Y
1/1/2011	6/30/2013	Administrative Aide III	Records Office	402.45	SG-3	casual	Y
7/1/2013	12/31/2013	Administrative Aide III	Records Office	437.64	SG-3	casual	Y
1/1/2014	12/31/2015	Administrative Aide III	Records Office	472.77	SG-3	casual	Y
1/1/2016	12/31/2016	Administrative Aide III	Records Office	494.68	SG-3	casual	Y
1/1/2017	12/31/2017	Administrative Aide III	Records Office	517.59	SG-4	casual	Y
12/31/2017	1/1/2018	Administrative Aide III	Records Office	517.59	SG-4	casual	Y
1/1/2018	Present	Administrative Aide III	Records Office	541.54	SG-4	casual	Y

(Continue on separate sheet if necessary)

SIGNATURE	VIRGILIO C. ACILO	DATE	6/20/2018	CS FORM 212 (Revised 2017), Page 2 of
-----------	-------------------	------	-----------	---------------------------------------

VI. VOLUNTARY WORK OR INVOLVEMENT IN / NON-GOVERNMENT / PEOPLE / VOLUNTARY OR ZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N / A	N / A	N / A	N / A	N / A

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	1. VALUES ORIENTATION WORKSHOP (VOW)	4/24/1998	4/26/1998	8-HRS / DAY	PUBLIC RELATION	HRMDO
	2. CAREER AND PERSONALITY DEVELOPMENT FOR CLERKS AND OTHER ADMINISTRATIVE STAFF	5/21/2003	5/22/2003	8-HRS / DAY	PUBLIC RELATION	HRMDO
	3. COMPUTER TRAINING FOR EXCELL AND POWER POINT PROGRAM	10/28/2002	10/30/2003	8-HRS / DAY	TECHNICAL	DCST
	4. TRAINING ON OFFICE PRODUCTIVITY TOOLS	5/7/2007	5/11/2007	8-HRS / DAY	TECHNICAL	DCST
	5. FIRE CONSCIOUSNESS AN D PREPAREDNESS	2/27/2008	2/27/2008	8-HRS / DAY	TECHNICAL	HRMDO
	6. SEMINAR ON FIRE PREVENTION	9/21/2012	9/21/2012	8-HRS / DAY	TECHNICAL	SECURITY OFFICE
	7. SEMINAR-WORKSHOP ON 5S AND RECORDSS MANANGEMENT	2/18/2017	2/18/2017	8-HRS / DAY	TECHNICAL	COLLEGE OF ENGINEERING
	8. Re-Orientation on the 5S Internal Audit Requirements	6/22/2017	6/22/2017	8-HRS / DAY	TECHNICAL	VSU
	9. Records Management Training	7/7/2017	7/8/2017	8-HRS / DAY	TECHNICAL	VSU

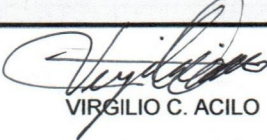
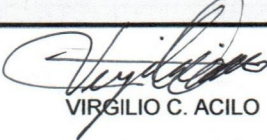
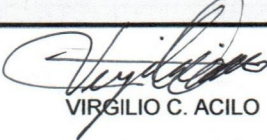



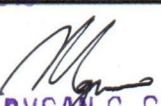
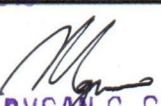
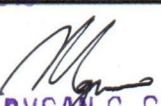
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	1. DRIVING		N / A		1. VSU - AdPA
	2. COOKING				2. LAY-EUCHARISTIC MINISTER
	3. PLAYING CHESS BOARD				(ROMAN CATHOLIC CHURCH)
	4. PLAYING BADMINTON				
	5. TABLE TENNIS				

(Continue on separate sheet if necessary)

SIGNATURE	 VIRGILIO C. ACILO	DATE	6/20/2018	CS FORM 212 (Revised 2017), Page 3 of 3
-----------	--	------	-----------	---

<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p>													
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>													
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p>													
<p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p>													
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p>													
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country):</p>													
<p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>													
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MS. ASTERIA A. SEVILLA</td> <td>BARANGAY TINAG-AN ALBUERA LEYTE</td> <td>N / A</td> </tr> <tr> <td>DR. LOURDES B. CANO</td> <td>BAYBAY CITY, LEYTE</td> <td>N / A</td> </tr> <tr> <td>DR. REMBERETO A. PATINDOL</td> <td>VSU, VISCA BAYBAY CITY, LEYTE</td> <td>N / A</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MS. ASTERIA A. SEVILLA	BARANGAY TINAG-AN ALBUERA LEYTE	N / A	DR. LOURDES B. CANO	BAYBAY CITY, LEYTE	N / A	DR. REMBERETO A. PATINDOL	VSU, VISCA BAYBAY CITY, LEYTE	N / A	
NAME	ADDRESS	TEL. NO.												
MS. ASTERIA A. SEVILLA	BARANGAY TINAG-AN ALBUERA LEYTE	N / A												
DR. LOURDES B. CANO	BAYBAY CITY, LEYTE	N / A												
DR. REMBERETO A. PATINDOL	VSU, VISCA BAYBAY CITY, LEYTE	N / A												
<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.</p>														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>V-000559</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>H03-04-001181</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>10/06/2016 BAYBAY CITY, LEYTE</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	V-000559	ID/License/Passport No.:	H03-04-001181	Date/Place of Issuance:	10/06/2016 BAYBAY CITY, LEYTE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  VIRGILIO C. ACILO </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>	 VIRGILIO C. ACILO	Signature (Sign inside the box)	Date Accomplished
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)														
PLEASE INDICATE ID Number and Date of Issuance														
Government Issued ID:	V-000559													
ID/License/Passport No.:	H03-04-001181													
Date/Place of Issuance:	10/06/2016 BAYBAY CITY, LEYTE													
 VIRGILIO C. ACILO														
Signature (Sign inside the box)														
Date Accomplished														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">  Right Thumbmark </td> <td style="width: 50%;"></td> </tr> </table>		 Right Thumbmark												
 Right Thumbmark														
<p>SUBSCRIBED AND SWORN to before me this <u>JUN 25 2018</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p>														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  ATTY. RYSAN C. GUINOCOR Person Administering Oath </td> </tr> </table>		 ATTY. RYSAN C. GUINOCOR Person Administering Oath												
 ATTY. RYSAN C. GUINOCOR Person Administering Oath														